

Student Services Advisor 4 (4576U) - Nuclear Engineering University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255721>

Downloaded On: Apr. 20, 2025 2:35am

Posted Apr. 15, 2025, set to expire Jul. 1, 2025

Job Title	Student Services Advisor 4 (4576U) - Nuclear Engineering
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services
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Job Description

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Student Services Advisor 4 (4576U) - Nuclear Engineering

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our fu

Departmental Overview

The Department of Nuclear Engineering was established in 1958. There are currently about 80 graduate students in the Department along with 80 undergraduate students. Graduates find opportunities for employment and professional careers in the United States and abroad. Recent graduates are employed in academia, industry, national laboratories, and state and federal agencies. The Department has strong relations with the nearby Ernest Orlando Lawrence Berkeley National Laboratory, Lawrence Livermore National Laboratory and Los Alamos National Laboratory. A number of faculty and students collaborate with researchers in these laboratories, and use the facilities of these laboratories in their research projects.

Under the direction of the Director of Student Services, responsibilities will include scheduling and curriculum planning, advising the undergraduate student population for the Department of Nuclear Engineering (NE), and coordinating a number of events exclusive to undergraduate students. The Student Services Advisor will also serve as primary advisor for Department of Nuclear Engineering graduate students (including those in our MS, professional master's, and PhD programs) with common questions, monitoring academic progress, degree conferral, and managing and resolving funding matters for graduate researchers. Also, oversee admissions for all graduate programs.

The Student Services Advisor provides enrollment-specific advising within the department, independently advises students and resolves student services-related issues, works with the department's/school's/college's management to recommend changes to policies, practices, and procedures and manages enrollment functions by processing request to enroll and waitlist for all NE classes. Advises faculty and management on a variety of enrollment, course capacity and space utilization issues.

Application Review Date

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The First Review Date for this job is: April 24, 2025 - Open Until Filled

Responsibilities

40% Academic Advising:

- Reviews students' progress and advises students and faculty on requirements for degree/program completion; identifies students with progression problems and recommends interventions; devises curriculum planning in collaboration with chair/dean and faculty, and with other departments.
- Holds dedicated advising appointments (frequency and medium to be determined in tandem with Director of Student Services) and provides advising via email. Provides "tactical" advising to students regarding course enrollments and administrative actions students can take to increase the likelihood of course enrollment. Works with student organizations.
- Provides similar advising to Graduate Students. Provides advice and assistance to students on academic and degree progress and major requirements.
- Collaborates with colleagues on retention initiatives.
- In consultation with the Director of Student Services, identifies and refers for resolution intricate student issues/grievances such as grade disputes, personal crises, mental health concerns, DSP concerns, and non-admissions to the major.

20% Curriculum Planning and Enrollment Management:

- Assumes direct responsibility for scheduling campus and departmental classrooms for all undergraduate and graduate lecturers, seminars, laboratories, and discussion sections each term, including responding to Campus Scheduling & Instructional Record (CSIR) reports. Using judgment and discretion, independently obtains classrooms for courses considering the requirements and restrictions of the Campus Scheduling Office, past enrollment trends, instructor preferences, equipment and facility needs, department and campus needs. Works with other departments to set up cross-listed and room-shared courses.
- Consults with and advises department leadership regarding student and department needs.
- Projects future course planning based upon faculty availability, considering sabbaticals, grants, internal and external administrative assignments, and courses taught in other departments and/or other universities and recommends replacement courses when necessary.
- Along with Student Services Advising Team, assists with enrollment management from setting course reserve capacities to providing enrollment support for students and responding to

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undergraduate enrollment email inquiries; assist with the Concurrent Enrollment process per departmental policy. Enrollment Management will also include coordinating the weekly colloquium series, the duties of which include, but are not limited to, securing classroom space for each lecture, disseminating colloquium announcements, and other administrative tasks necessary to welcome speakers to campus (which may include coordinating with each speaker's home institution to facilitate travel and accommodations).

15% Programming/Events:

- Plans and implements complex, high-visibility student events, such as Cal Day and job fairs. Plans, designs, and provides workshops for students, such as information about the major or academic strategies and enrichment programs. Participates in Golden Bear Orientation (GBO) and Golden Bear Advising (GBA) activities and presentations. May develop other student programming to address the evolving needs of our student population. Plans, designs, and provides workshops for students, such as information about the program, or academic strategies and enrichment programs.

10% Academic Student Employee (ASE) Management:

- In consultation with the Vice Chair of Instruction and the Department Chair, allocates ASE hours to upcoming NE courses. Work with individual instructors to hire qualified teaching assistants, readers, and/or tutors based on allocations in a timely manner.

10% Graduate Student Researcher (GSR) Management:

- Monitor student researchers to ensure that they are properly classified and active under appropriate classifications. Said monitoring (and intervention, where needed) is essential so that student researchers are paid in a timely manner and to ensure that the department is in compliance with relevant labor contracts.

5% Miscellaneous:

- There will be other duties not detailed in this job description that arise over the course of the academic year that will require attention from the Student Services Advisor, and this list should not be considered exhaustive.

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Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Advanced knowledge of advising and counseling techniques.
- Knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.
- Advanced verbal and written communication skills.
- Interpersonal skills.
- Multicultural competencies; ability to work with diverse populations.
- Advanced knowledge of complex visa and immigration policies, procedures and regulatory requirements for international students and scholars.
- Ability in problem identification and reasoning; ability to develop original ideas to solve problems, persuasion, leadership.
- Skills in monitoring / assessing people, processes or services, to make improvements.
- In-depth knowledge of the field's post-degree employment opportunities and practices.
- Skills in project management, social perceptiveness to be aware of others' reactions and understanding why they react as they do.

Preferred Qualifications

- Knowledge of University-specific computer application programs.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is

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\$72,600 to \$101,496 yearly (\$6,050.00 to \$8,458.00 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "UCB Employee". Then enter the **Employee's Name** and **Berkeley E-mail** address in the **Specific Referral Source** field. Please enter only one name and email.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

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Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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